

**THE
UNIVERSITY
OF RHODE ISLAND**

**DIVISION OF
ADMINISTRATION
AND FINANCE**

THINK BIG  WE DO™

PURCHASING DEPARTMENT
210 Flagg Road, Kingston, RI 02881 USA

p: 401.874.2171

f: 401.874.2306

uri.edu/strategic-procurement/purchasing



BID/PROPOSAL

COMMODITY: _____ DATE: _____

FORMAL BID NO. _____ PUBLIC BID NO. _____

BIDS ARE TO BE RECEIVED IN URI PURCHASING DEPARTMENT BY: DATE: _____ TIME: _____
Eastern Time

BUYER: _____ SURETY REQUIRED: YES: _____ NO: _____

PRE-BID/PROPOSAL CONFERENCE: DATE: _____ TIME: _____

MANDATORY: YES: _____ NO: _____

LOCATION: _____

Questions concerning this solicitation must be received by: DATE: _____ TIME: _____

Questions are to be submitted in a *Microsoft Word* document to: URIPurchasing@uri.edu

Please reference the Bid Number on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to the bid. It is the responsibility of all interested parties to download this information.

For Bid Solicitation Information visit: <http://web.uri.edu/purchasing/bid-information/>

STATEMENT REGARDING COVID-19

Effective immediately, we are suspending all in-person public bid openings until further notice

Public Bid responses will be publicly read via Webex video conferencing. To participate in the bid opening, please visit the following site at the scheduled bid opening date and time:

* URL: <https://rhody.webex.com/meet/uripurcasing>

No offer will be considered that is not accompanied by the attached University of Rhode Island Bidder Certification Form/Contract Offer completed and signed by the offeror.

COMPANY NAME: _____

STREET AND NUMBER: _____

CITY, STATE & ZIP CODE: _____

Print Name and Title

Telephone Number/Facsimile Number

Signature

Date

E-mail address

THIS BID WILL NOT BE HONORED UNLESS SIGNED

University of Rhode Island Bidder Certification Form
State of Rhode Island Procurement Regulations

ALL OFFERS ARE SUBJECT TO THE REQUIREMENTS, PROVISIONS AND PROCEDURES CONTAINED IN THIS CERTIFICATION FORM. Offerors are expected to read, sign and comply with all requirements. Failure to do so may be grounds for disqualification of the offer contained herein.

Rules for Submitting Offers

This Certification Form must be attached in its entirety to the front of the offer and shall be considered an integral part of each offer made by a vendor to enter into a contract with the University of Rhode Island. As such, submittal of the entire Bidder Certification Form, signed by a duly authorized representative of the offeror attesting that he/she (1) has read and agrees to comply with the requirements set forth herein and (2) to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award.

To assure that offers are considered on time, each offer must be submitted with the specific Bid/RFP/LOI number, date and time of opening marked in the upper left hand corner of the envelope. Each bid/offer must be submitted in separate sealed envelopes.

A complete signed (in ink) offer package must be delivered to the University of Rhode Island Purchasing Office by the time and date specified for the opening of responses in a sealed envelope.

Bid responses must be submitted on the URI bid solicitation forms provided, indicating brand and part numbers of items offered, as appropriate. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested WITH THE OFFER. Bidders must be able to submit samples if requested.

Documents misdirected to other State or University locations or which are not present in the University of Rhode Island Purchasing Office at the time of opening for whatever cause will be deemed to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the University of Rhode Island Purchasing Office. Postmarks shall not be considered proof of timely submission.

RIVIP SOLICITATIONS. To assure maximum access opportunities for users, public bid solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Except when access to the Web Site has been severely curtailed and it is determined by the Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored.

PRICING. Offers are irrevocable for sixty (60) days from the opening date (or such other extended period set forth in the solicitation), and may not be withdrawn, except with the express permission of the University Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. The University of Rhode Island is exempt from Federal excise taxes and State Sales and Use Taxes. Such taxes shall not be included in the bid price.

ALL PRICES QUOTED ARE FOB DESTINATION.

DELIVERY and PRODUCT QUALITY. All offers must define delivery dates for all items; if no delivery date is specified, it is assumed that immediate delivery from stock will be made. The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at the vendor's expense.

PREVAILING WAGE, OSHA SAFETY TRAINING and APPRENTICESHIP REQUIREMENTS. Bidders must comply with the provisions of the Rhode Island labor laws, including R.I. Gen. Laws §§ 37-13-1 et seq. and occupational safety laws, including R.I. Gen. Laws §§ 28-20-1 et seq. These laws mandate for public works construction projects the payment of prevailing wage rates, the implementation and maintenance of occupational safety standards, and for projects with a minimum value of \$1 Million, the employment of apprentices. The successful Bidder must submit certifications of compliance with these laws from each of its subcontractors prior to their commencement of any work. Prevailing wage rates, apprenticeship requirements, and other workforce and safety regulations are accessible at www.dlt.ri.gov.

PUBLIC RECORDS. Offerors are advised that all materials submitted to the University for consideration in response to this solicitation will be considered without exception to be Public Records pursuant to Title 38 Chapter 2 of the Rhode Island General Laws, and will be released for inspection immediately upon request once an award has been made. Offerors are encouraged to attend public bid/RFP openings to obtain information; however, bid/RFP response summaries may be reviewed after award(s) have been made by visiting the Rhode Island Vendor Information Program (RIVIP) at www.purchasing.ri.gov > Solicitation Opportunities > Other Solicitation Opportunities. Telephone requests for results will not be honored. Written requests for results will only be honored if the information is not available on the RIVIP.

Award will be made to the responsive and responsible offeror quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the University's sole option.

BID SURETY. Where bid surety is required, bidder must furnish a bid bond or certified check for 5% of the bid total with the bid, or for such other amount as may be specified. Bids submitted without a required bid surety will not be considered.

SPECIFICATIONS. Unless specified “no substitute”, product offerings equivalent in quality and performance will be considered (at the sole option of the University) on the condition that the offer is accompanied by detailed product specifications. Offers which fail to include alternate specifications may be deemed nonresponsive.

VENDOR AUTHORIZATION TO PROCEED. When a purchase order, change order, contract/agreement or contract/agreement amendment is issued by the University of Rhode Island, no claim for payment for services rendered or goods delivered contrary to or in excess of the contract terms and scope shall be considered valid unless the vendor has obtained a written change order or contract amendment issued by the University of Rhode Island Purchasing Office PRIOR to delivery.

Any offer, whether in response to a solicitation for proposals or bids, or made without a solicitation, which is accepted in the form of an order OR pricing agreement made in writing by the University of Rhode Island Purchasing Office, shall be considered a binding contract.

REGULATIONS, GENERAL TERMS AND CONDITIONS GOVERNING STATE AND THE UNIVERSITY OF RHODE ISLAND CONTRACTS. This solicitation and any contract or purchase order arising from it are issued in accordance with the specific requirements described herein, and the State’s [Purchasing Laws](#) and the [RI Division of Purchases Procurement Regulations and General Conditions of Purchase](#).

EQUAL EMPLOYMENT OPPORTUNITY. Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at \$10,000 or more. Minority Business Enterprise policies and procedures, including subcontracting opportunities as described in Title 37 Chapter 14.1 of the Rhode Island General Laws also apply.

PERFORMANCE BONDS. Where indicated, successful bidder must furnish a 100% performance bond and labor and payment bond for contracts subject to Title 37 Chapters 12 and 13 of the Rhode Island General Laws. All bonds must be furnished by a surety company authorized to conduct business in the State of Rhode Island. Performance bonds must be submitted within 21 calendar days of the issuance of a tentative notice of award.

DEFAULT and NON-COMPLIANCE Default and/or non-compliance with the requirements and any other aspects of the award may result in withholding of payment(s), contract termination, debarment, suspension, or any other remedy necessary that is in the best interest of the state/University of Rhode Island.

COMPLIANCE Vendor must comply with all applicable federal, state and local laws, regulations and ordinances.

SPRINKLER IMPAIRMENT AND HOT WORK. The Contractor agrees to comply with the practices of the State’s Insurance carrier for sprinkler impairment and hot work. Prior to performing any work, the Contractor shall obtain the necessary information for compliance from the Risk Management Office at the Department of Administration or the Risk Management Office at the University of Rhode Island.

Each bid proposal for a *public works project* must include a “public copy” to be available for public inspection upon the opening of bids. **Bid Proposals that do not include a copy for public inspection will be deemed nonresponsive.**

For further information on how to comply with this statutory requirement, see [R.I. Gen. Laws](#) §§ 37-2-18(b) and (j). Also see State of Rhode Island Procurement Regulation 5.11 at : <https://ridop.ri.gov/about-us/procurement-statutes-and-regulations>

SECTION 2 – DISCLOSURES

ALL CONTRACT AWARDS ARE SUBJECT TO THE FOLLOWING DISCLOSURES & CERTIFICATIONS

Offerors must respond to every disclosure statement. A person authorized to enter into contracts must sign the offer and attest to the accuracy of all statements.

Indicate Yes (Y) or No (N):

____1 State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been subject to suspension or debarment by any federal, state, or municipal government agency, or the subject of criminal prosecution, or convicted of a criminal offense with the previous five (5) years. If Yes, then provide details below.

____2 State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has had any contracts with a federal, state or municipal government agency terminated for any reason within the previous five (5) years. If Yes, then provide details below.

____3 State whether your company or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been fined more than \$5000 for violation(s) of Rhode Island environmental laws by the Rhode Island Department of Environmental Management within the previous five (5) years. If Yes, then provide details below.

____4 State whether any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder is serving or has served within the past two calendar years as either an appointed or elected official of any state governmental authority or quasi-public corporation, including without limitation, any entity created as a legislative body or public or state agency by the general assembly or constitution of this state. If Yes, then provide details below.

IF YOU HAVE ANSWERED “YES” TO QUESTIONS #1 – 4 PROVIDE DETAILS/EXPLANATION IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

SECTION 3 - OWNERSHIP DISCLOSURE

Vendors must provide all relevant information. Bid proposals submitted without a complete response may be deemed nonresponsive.

If the vendor is privately held, the vendor shall provide ownership information below.

List each officer, director, manager, stockholder, member, partner, or other owner or principle of the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder. For each individual, provide his or her name, business address, principal occupation, position with the Vendor, and the percentage of ownership, if any, he or she holds in the Vendor, and each intermediate parent company and the ultimate parent company of the Vendor.

If the company is publicly held, the vendor may provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the vendor; otherwise, complete ownership disclosure is required.

SECTION 4 - CERTIFICATIONS

Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No), and if "No," provide details below.

THE VENDOR CERTIFIES THAT:

___1 I/we certify that I/we will immediately disclose, in writing, to the University Purchasing Agent any potential conflict of interest which may occur during the course of the engagement authorized pursuant to this contract.

___2 I/we acknowledge that, in accordance with (1) Chapter §37-2-54(c) of the Rhode Island General Laws "no purchase or contract shall be binding on the state or any agency thereof unless approved by the Department [of Administration] or made under general regulations which the Chief Purchasing Officer may prescribe," and (2) RIGL section §37-2-7(16) which identifies the URI Board of Trustees as a public agency and gives binding contractual authority to the University Purchasing Agent, including change orders and other types of contracts and under State Purchasing Regulation 8.2.B any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the University of Rhode Island may be disregarded and shall not be binding on the University of Rhode Island.

___3 I/we certify that I or my/our firm possesses all licenses required by Federal and State laws and regulations as they pertain to the requirements of the solicitation and offer made herein and shall maintain such required license(s) during the entire course of the contract resulting from the offer contained herein and, should my/our license lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

___4 I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from the offer contained herein and, should my/our insurance lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

___5 I/we certify that I/we understand that falsification of any information herein or failure to notify the University of Rhode Island Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for fraud.

___6 I/we acknowledge that the provisions and procedures set forth in this form apply to any contract arising from this offer.

___7 I/we acknowledge that I/we understand the State's Purchasing Laws (§37-2 of the General Laws of Rhode Island) and the RI Division of Purchases Regulations apply as the governing conditions for any contract or purchase order I/we may receive from the University of Rhode Island, including the offer contained herein.

___8 I/we certify that the bidder: (i) is not identified on the General Treasurer's list, created pursuant to R.I. Gen. Laws § 37-2.5-3, as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.

___9 If the product is subject to Department of Commerce Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR), please provide the Export Control Classification Number (ECCN) or the US Munitions List (USML) Category: _____

___10 I/we certify that the above information is correct and complete.

IF YOU ARE UNABLE TO CERTIFY YES TO QUESTIONS #1 – 8 and 10 OF THE FOREGOING, PROVIDE DETAILS/EXPLANATION IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

Signature below commits vendor to the attached offer and certifies (1) that the offer has taken into account all solicitation amendments where applicable, (2) that the above statements and information are accurate and that vendor understands and has complied with the requirements set forth herein.

Vendor/Company Name; _____

Vendor's Signature: _____ Bid Number: _____ Date: _____
(Person Authorized to enter into contracts; signature must be in ink) (if applicable)

Print Name and Title of Company official signing offer

COMMODITY: MOVING SERVICES
 OPENING DATE & TIME: 12/11/24 - 11:00 AM
 BLANKET REQUIREMENTS: 1/1/25 - 6/30/28

SHIP TO:
 UNIVERSITY OF RHODE ISLAND
 PROPERTY SERVICES
 10 TOOTELL RD., SUITE 2
 KINGSTON, RI 02881

BIDDER (NAME OF FIRM)

BIDDER (NAME OF FIRM)

BID NO: 101437

BID NO: 101437

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
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INSTRUCTIONS:

IF BIDDING ON ANY ITEM, THE ENTIRE BID MUST BE RETURNED. THE PRICE COLUMN ON THE RIGHT WILL BE DETACHED TO CREATE A BID TABULATION SPREAD SHEET FOR THE "OFFICIAL BID ANALYSIS", THEREFORE:

- A. VENDOR NAME MUST APPEAR IN BOTH COLUMNS ON "EVERY" PAGE UNDER THE WORDS "BIDDER"
- B. PRICE COLUMNS MUST CONTAIN "EXACTLY" THE SAME INFORMATION.
- C. ANY SUPPLEMENTARY INFORMATION MUST BE REPEATED IN "BOTH" COLUMNS.
- D. TO ASSURE THAT OFFERS ARE CONSIDERED ON TIME, EACH OFFER MUST BE SUBMITTED WITH SPECIFIC BID/RFP NUMBER (PROVIDED ABOVE), DATE AND TIME OF OPENING MARKED IN THE UPPER LEFT HAND CORNER OF ENVELOPE. EACH BID/OFFER MUST BE SUBMITTED IN SEPARATE SEALED ENVELOPES:

MAIL TO:	COURIER:
UNIVERSITY OF RHODE ISLAND P.O. BOX 1773 PURCHASING DEPARTMENT KINGSTON, RI 02881	UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT - 1st Floor 210 Flagg ROAD KINGSTON, RI 02881-2010

DOCUMENTS MISDIRECTED TO OTHER STATE LOCATIONS OR WHICH ARE NOT PRESENT IN THE UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT AT THE TIME OF OPENING FOR WHATEVER CAUSE WILL BE DEEMED TO BE LATE AND WILL NOT BE CONSIDERED. FOR THE PURPOSE OF THIS REQUIREMENT, THE OFFICIAL TIME AND DATE SHALL BE THAT OF THE TIME CLOCK IN THE UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT. POSTMARKS SHALL NOT BE CONSIDERED PROOF OF TIMELY SUBMISSION.

FAILURE TO COMPLETE FORM AS INSTRUCTED MAY BE GROUNDS FOR "DISQUALIFICATION".

GROUP PURCHASING ORGANIZATIONS (GPO):

THE UNIVERSITY OF RHODE ISLAND IS A MEMBER OF THE FOLLOWING:

- 1) Educational & Institutional Cooperative Purchasing (E&I)
- 2) Provista

DO NOT ATTACH QUOTES. QUOTATIONS SUBMITTED WITH BID RESPONSES WILL NOT BE CONSIDERED. ALL BID RESPONSES ARE IN ACCORDANCE WITH THE ATTACHED BID SPECIFICATIONS AND THE BOARD OF GOVERNORS FOR HIGHER EDUCATION PROCUREMENT REGULATIONS:

<https://web.uri.edu/purchasing/files/BOGREG.pdf>

COMMODITY: MOVING SERVICES
 OPENING DATE & TIME: 12/11/24 - 11:00 AM
 BLANKET REQUIREMENTS: 1/1/25 - 6/30/28

SHIP TO:
 UNIVERSITY OF RHODE ISLAND
 PROPERTY SERVICES
 10 TOOTELL RD., SUITE 2
 KINGSTON, RI 02881

BIDDER (NAME OF FIRM)

BIDDER (NAME OF FIRM)

BID NO: 101437

BID NO: 101437

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
Blanket Requirements 1/1/25 - 6/30/28								
URI Central Receiving Warehouse								
1	Moving Crew Rate Per Hour - 1/1/25 - 6/30/25	1000	Hourly	\$ _____	\$ _____	\$ _____	\$ _____	1
2	Moving Crew Rate Per Hour - 7/1/25 - 6/30/26	2000	Hourly	\$ _____	\$ _____	\$ _____	\$ _____	2
3	Moving Crew Rate Per Hour - 7/1/26 - 6/30/27	2000	Hourly	\$ _____	\$ _____	\$ _____	\$ _____	3
4	Moving Crew Rate Per Hour - 7/1/27 - 6/30/28	2000	Hourly	\$ _____	\$ _____	\$ _____	\$ _____	4
5	Moving Crew Overtime Rate Per Hour - 1/1/25 - 6/30/25	20	Hourly	\$ _____	\$ _____	\$ _____	\$ _____	5
6	Moving Crew Overtime Rate Per Hour - 7/1/25 - 6/30/26	20	Hourly	\$ _____	\$ _____	\$ _____	\$ _____	6
7	Moving Crew Overtime Rate Per Hour - 7/1/26 - 6/30/27	20	Hourly	\$ _____	\$ _____	\$ _____	\$ _____	7
8	Moving Crew Overtime Rate Per Hour - 7/1/27 - 6/30/28	20	Hourly	\$ _____	\$ _____	\$ _____	\$ _____	8
9	Moving Crew Additional Staff / when required / Rate Per Person/Hour - 1/1/25 - 6/30/25	150	Hourly	\$ _____	\$ _____	\$ _____	\$ _____	9
10	Person/Hour - 7/1/25 - 6/30/26	300	Hourly	\$ _____	\$ _____	\$ _____	\$ _____	10
11	Moving Crew Additional Staff / when required / Rate Per Person/Hour - 7/1/26 - 6/30/27	300	Hourly	\$ _____	\$ _____	\$ _____	\$ _____	11
12	Person/Hour - - 7/1/27 - 6/30/28	300	Hourly	\$ _____	\$ _____	\$ _____	\$ _____	12
13	Moving Crew Additional Staff / when required / Overtime Rate Per Person/Hour - 1/1/25 - 6/30/25	10	Hourly	\$ _____	\$ _____	\$ _____	\$ _____	13
14	Rate Per Person/Hour - 7/1/25 - 6/30/26	20	Hourly	\$ _____	\$ _____	\$ _____	\$ _____	14
15	Rate Per Person/Hour - 7/1/26 - 6/30/27	20	Hourly	\$ _____	\$ _____	\$ _____	\$ _____	15
16	Rate Per Person/Hour - - 7/1/27 - 6/30/28	20	Hourly	\$ _____	\$ _____	\$ _____	\$ _____	16
17	Additional Truck / when required / Rate Per Truck/Hour - 1/1/25 - 6/30/25	50	Hourly	\$ _____	\$ _____	\$ _____	\$ _____	17
18	Additional Truck / when required / Rate Per Truck/Hour - 7/1/25 - 6/30/26	100	Hourly	\$ _____	\$ _____	\$ _____	\$ _____	18
19	Additional Truck / when required / Rate Per Truck/Hour - 7/1/26 - 6/30/27	100	Hourly	\$ _____	\$ _____	\$ _____	\$ _____	19
20	Additional Truck / when required / Rate Per Truck/Hour - 7/1/27 - 6/30/28	100	Hourly	\$ _____	\$ _____	\$ _____	\$ _____	20

Note: Hours are estimates only. The full term of this award shall not exceed \$1,000,000 and the project will be re-bid at this point.

BLANKET BID

(A) A SINGLE PRICE SHALL BE QUOTED FOR EACH ITEM AGAINST WHICH A PROPOSAL IS SUBMITTED. THIS PRICE WILL BE THE MAXIMUM IN EFFECT DURING THE AGREEMENT PERIOD. ANY PRICE DECLINE AT THE MANUFACTURER'S LEVEL SHALL BE REFLECTED IN A REDUCTION OF THE AGREEMENT PRICE TO THE UNIVERSITY OF RHODE ISLAND. (B) QUANTITIES, IF ANY, ARE ESTIMATED ONLY. THE AGREEMENT SHALL COVER THE ACTUAL QUANTITIES ORDERING DURING THE PERIOD. DELIVERIES WILL BE BILLED AT THE SINGLE, FIRM, AWARDED UNIT PRICE QUOTED REGARDLESS OF THE QUANTITIES ORDERED. (C) BID PRICE IS NET F.O.B. DESTINATION AND SHALL INCLUDE INSIDE DELIVERY AT NO EXTRA COST. (D) BIDS FOR SINGLE ITEMS AND/OR A SMALL PERCENTAGE OF TOTAL ITEMS LISTED, MAY, AT THE STATE'S SOLE OPTION, BE REJECTED AS BEING NON-RESPONSIVE TO THE INTENT OF THIS REQUEST. ORDERING (A) THE UNIVERSITY OF RHODE ISLAND WILL SUBMIT INDIVIDUAL ORDERS FOR THE VARIOUS ITEMS AND VARIOUS QUANTITIES AS MAY BE REQUIRED DURING THE AGREEMENT PERIOD. (B) EXCEPTION - REGARDLESS OF ANY AGREEMENT RESULTING FROM THIS BID, THE UNIVERSITY OF RHODE ISLAND RESERVES THE RIGHT TO SOLICIT PRICES SEPARATELY FOR ANY EXTRA LARGE REQUIREMENTS FOR DELIVERY TO SPECIFIC DESTINATIONS.

COMMODITY: MOVING SERVICES
 OPENING DATE & TIME: 12/11/24 - 11:00 AM
 BLANKET REQUIREMENTS: 1/1/25 - 6/30/28

SHIP TO:
 UNIVERSITY OF RHODE ISLAND
 PROPERTY SERVICES
 10 TOOTELL RD., SUITE 2
 KINGSTON, RI 02881

BIDDER (NAME OF FIRM)

BIDDER (NAME OF FIRM)

BID NO: 101437

BID NO: 101437

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
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MULTI YEAR

THIS IS A MULTI-YEAR BID/CONTRACT. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE UNIVERSITY OF RHODE ISLAND. TERMINATION MAY BE AFFECTED BY THE UNIVERSITY BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE UNIVERSITY TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES AND SUBJECT TO THE AVAILABILITY OF FUNDS.

INSURANCE

IN ACCORDANCE WITH THE BOARD OF GOVERNORS (BOG) FOR HIGHER EDUCATION GENERAL CONDITIONS OF PURCHASE, INSURANCE CERTIFICATES ARE REQUIRED FOR WORKERS COMPENSATION, GENERAL LIABILITY, PROPERTY DAMAGE AND AUTO INSURANCE. UPON NOTICE OF TENTATIVE AWARD, THE SUCCESSFUL BIDDER(S) WILL BE REQUIRED TO SUBMIT THE ABOVE NAMING THE UNIVERSITY OF RHODE ISLAND, THE URI BOARD OF TRUSTEES, AND THE STATE OF RHODE ISLAND AS ADDITIONAL INSURED, BY A FIRM AUTHORIZED TO DO BUSINESS IN THE STATE OF RHODE ISLAND.

AWARD

AWARD WILL BE BASED ON TOTAL LOW.

QUANTITIES

QUANTITIES, IF ANY, ARE ESTIMATED ONLY. THE AGREEMENT SHALL COVER THE ACTUAL QUANTITIES ORDERED DURING THE PERIOD. **DELIVERIES WILL BE BILLED AT THE SINGLE, FIRM, AWARDED UNIT PRICE QUOTED REGARDLESS OF THE QUANTITIES ORDERED.**

LICENSE (3)

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRE A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

BLANKET REQUIREMENTS FOR 01/01/25 - 6/30/28
UNIVERSITY MOVING SPECIFICATIONS

DESCRIPTION

The University of Rhode Island is looking for an experienced moving company with a minimum of (5) years' experience. This scope of work consists of a multiyear service contract for the moving and disposal of equipment and furniture. Some of the work may involve moving heavy, dirty, irregularly shaped, and/or delicate equipment. Some buildings are without air conditioning or elevators. All services primarily take place at the University of Rhode Island Kingston Campus; however, they may also take place at the Feinstein Providence Campus, Nursing Education Center Providence Campus, Narragansett Bay Campus, W. Alton Jones Campus, East Farm and Peckham Farm on an as needed basis. Assigned work will be generated from the Central Receiving Department. The moving vendor will report to a Warehouse Supervisor at the Central Receiving Warehouse.

Charges are to be made on a time and equipment basis. One crew will consist of (1) foreman, (2) men/women and (1) truck. The truck must be a 24ft box truck with a heavy-duty hydraulic lift gate that has a 5,000 lb. capacity. Any additional men/women will not be considered part of a crew unless a second truck is requested with a hydraulic lift gate. Personal vehicles for transportation to job sites are not considered additional trucks.

PROPOSAL SUBMISSION:

Vendors submitting proposals are required to include the following information (complete attached information forms) with their price submittal:

- Evidence that they are licensed/registered as a Commercial Moving Company with the Rhode Island Public Utilities Commission.
- A brief narrative on the firm's history, years in business, total number of moving crew personnel (identify how many have CDL licenses), and a statement that the firm possesses the personnel and equipment necessary to provide the scope of work as identified in this solicitation, including the ability to provide additional 24ft box trucks, CDL Drivers and crews upon request.
- A list of three (3) references a minimum of two (2), references who retained the vendor for similar work within the last (12) months. References must include name, contact, email address, phone number, and description of work performed.
- A list of the 24ft box trucks with heavy-duty hydraulic lift gates with 5,000 pound capacity that the vendor possesses. For each truck, include the year, make, and model.

EQUIPMENT & STAFF REQUIREMENTS ON WORKSITE

- For every three (3) men/women, one (1) person must be a foreman, and he/she must carry a cell phone.
- There must be a minimum number of (1) cell phone per foreman accessible at all times.
- The contractor must carry four (4) to six (6) wheel moving dollies.
- The contractor must carry a minimum of four (4) convertible 2-in-1 aluminum hand trucks.
- The contractor must always carry a full set of tools, including two (2) cordless drills, for the fabrication and dismantling of furniture, partitions, and door removals.
- The contractor must carry fifty (50) moving blankets, two (2) large J-bars, and one (1) small J bar.
- The vendor is required to have a professional uniform with an easily identifiable vendor name on it.
- The truck must be a 24ft box truck with a heavy-duty hydraulic lift gate that has a 5,000 lb. capacity.
- The operator of the truck must have a valid CDL license.
- Movers must have the physical ability to lift and carry items that sometimes weigh more than 50lbs.
- Crew must have access to rigging, planks, plywood, or other leveling equipment to traverse stairs and other uneven surfaces.
- The crew must take appropriate measures to protect and preserve all property by padding all furniture and equipment with reusable items whenever possible and transport items in a neat, organized, orderly manner.
- The crew must provide same day cleanup of all areas involved in the move.
- Any damage to the equipment or property is the responsibility of the movers.
- Smoking is prohibited in all buildings on the University campus. Smoking is also prohibited outside on the University campus, except at designated smoking locations.
- Must have sufficient trucks & equipment to immediately replace breakdowns to avoid delays.
- Must be able to provide additional trucks and crews upon request.

CREW AVAILABILITY

The University is always in operation throughout the year (24/7). Some of the work will be on short term notice and on an urgent basis. At times, the movers may be asked to leave a project and be assigned another task due to an emergency or urgent notification to the Central Receiving Department. It is imperative that the successful bidder be able to fulfill these special requirements.

- The nature of our operation is dictated by the schedule of the University. However, most of our planned moves take place Monday-Friday from 7:30 - 3:30.
- Some moves may take place at nights, weekends, and holidays.
- On a typical day, the level of service required would be a minimum of one crew consisting of (1) foreman and (2) men/women and (1) truck.
- The weekly estimate of hours is between 24 and 40 hours per week.

- University reserves the right to increase or decrease the number of crews based on workflow.

GENERAL RESPONSIBILITIES OF FOREMAN AND STAFF

- Each morning a foreman reviews daily work orders with a Warehouse Supervisor at the Central Receiving warehouse.
- The foreman provides quotes to move furniture and equipment within the University and submits it to a Warehouse Supervisor. These quotes will be provided on an as needed basis.
- Quotes provided by the foreman for the daily moving crew will be used as estimates only, and quotes for special projects that require an additional moving crew will be considered firm prices. All quotes must include hours, hourly rate, the name of the department to be moved and a brief description of the move. If required, it must also include the hourly rate of special equipment (i.e., forklift). All costs associated with special equipment (insurance, salaries, overhead, profit, truck rates, etc.) should be included in the hourly rate.
- The foreman is responsible for the delivery and pickup of confidential shredding bins. This includes handling the keys for bins, obtaining signatures on shredding work orders (when bins are delivered and picked up), securing the vehicle transporting the bins, and delivering full bins from the department to the Central Receiving Warehouse. No other members of the moving crew should be handling these activities.
- All jobs will be performed on campus. This includes all jobs and services performed on campus and reports to the Warehouse Supervisor.

WORKING HOURS AND INVOICING

- Standard hours of operation are from 7:30 to 3:30 Monday through Friday and approximately 10 Saturdays per year, if needed.
- The vendor can expect approximately 16 to 40 hours of work per week.
- Each day, the foreman submits the completed work orders to a Property & Control Officer for review. Once approved, these work orders are scanned to the vendor's accounting department to be attached to the weekly invoice.
- Each invoice must identify the type of work order (Move, Disposal, Shredding, Event) and the department served for each day of service. Special projects that require an additional crew are listed separately and identified by date, department, description of move and total cost.
- The vendor submits invoices to the Central Receiving Warehouse Supervisor by email for review and approval. Invoices are expected weekly for services completed during the prior week.

DESCRIPTION OF WORK TO BE PERFORMED

- **SECTION A: Central Receiving Warehouse**

1. SMALL MOVES

This would consist of rearranging a department within itself or moving entire

offices from one room to another, one floor to another or one building to another.

2. LARGE EQUIPMENT/MATERIAL DELIVERIES

This would consist of delivering large shipments (i.e., items on crates and pallets) received at the Central Receiving Warehouse to locations within the University.

3. SPECIAL EVENTS/PROJECTS

3a. This would consist of delivering and picking up various items (i.e., tables, chairs, podiums, ferns, etc.) for special events at specific dates and times including, but not limited to: URI Commencement, Special Olympics, Welcome Days (April), Open House (October & November), Road Races, Award Ceremonies (i.e., ROTC & Nursing), Film Festivals, Alumni Events, Athletic Events (i.e., football and swim meets), Summer Camps, and Master Gardener Events.

3b. This would consist of delivering and picking up various items (i.e. tables, chairs, labs, and individualized moves) for special situations at dedicated locations at specific dates and times. These projects are outside the day-to-day moves. The coordination of these moves will be led/authorized by a Warehouse Supervisor and Property and Support Services Team, and a dedicated chart field string will be set up to accommodate these specialized moving situations.

4. CONFIDENTIAL SHREDDING

This would consist of delivering empty shredding bins from the Central Receiving Warehouse to departments, picking up full bins from departments, and delivering them back to the Central Receiving Warehouse. Detailed instructions carried out by the foreman are described in the General Responsibilities of Foreman and Staff section above.

5. EMERGENCIES

This would consist of moving or disposing equipment due to emergencies such as frozen pipes, roof leaks, flooding, abatements, etc.

6. SPECIALTY MOVING SERVICES

This would consist of providing specialty moving services for antiques, large musical instruments (such as harps or pianos), museums, rigging, and reassembly/reinstallation by a manufacturer certified technician either as prime movers or through sub-contracting of movers who specialize in these services. Subcontractors will be held to the same rates as the prime movers.

7. OTHER

Other work to be performed includes pickup of E-waste, equipment, and furniture disposals; disposal of damaged furniture and equipment in designated dumpsters (complying with all recycling requirements); and

delivery of surplus furniture to and from departments and the Central Receiving Warehouse.

8. REPORTING

All performed work will be identified as part of this contract (work performed rigging, specialized projects).

- **SECTION B: Facilities Operations/Small Projects**

1. SMALL MOVES

This would consist of rearranging a department within itself or moving entire offices from one room to another or from one floor to another.

2. EMERGENCIES

This would consist of moving or disposing equipment due to emergencies such as frozen pipes, roof leaks, flooding, abatements, etc.

OTHER INFORMATION:

- A minimum of two (2) references are required upon submission of this bid.
- Bidders must hold all legally required licenses and comply with all legal requirements and all safety regulations (OSHA and others where applicable).
- The awarded vendor is required to do a criminal background check on each of their employees - it must be a national one, including sex offenders. Any employee with a violation shall be excluded from working at the University.
- The vendor(s) awarded contracts pursuant to this solicitation must implement security procedures for all records and materials considered confidential. All confidential material and records must be transported in locked vehicles with continuous oversight, security, and control while in possession of the vendor. The vendor is expected to meet the requirements as outlined in these specifications to assure that confidentiality requirements are satisfied.
- No subcontracting is permitted under this contract (except for reassembly/reinstallation by a manufacturer certified technician or a subcontractor who specializes in services as indicated in Specialty Moving Services above) without prior authorization from the Coordinator of Central Receiving.

End.

Vendor Information Submittal

Vendor Name _____

References

Company Name		
Contact Name		
Address		
Phone #		
Email		
Multiple Projects	Yes	No
# Projects Prior 12 Months		
Description / Volume of Work		

Company Name		
Contact Name		
Address		
Phone #		
Email		
Multiple Projects	Yes	No
# Projects Prior 12 Months		
Description / Volume of Work		

Company Name		
Contact Name		
Address		
Phone #		
Email		
Multiple Projects	Yes	No
# Projects Prior 12 Months		
Description / Volume of Work		